

COLLEGE OF THE ALBEMARLE

1979 - 1981 CATALOG

ADDENDUM



June 1980

Records of progress are kept by this institution on veteran and non-veteran students alike. Progress records are furnished the students, veterans and non-veterans alike, at the end of each scheduled school term.

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BOARD OF TRUSTEES

Jean T. Paston, Chairman	Pasquotank County
Andrew H. Williams, Vice-Chairman	Pasquotank County
J. Parker Chesson, Jr., Secretary	Pasquotank County

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William F. Ainsley	6/30/85	Perquimans County
Vernon G. James	6/30/87	Pasquotank County

PASQUOTANK COUNTY COMMISSIONER'S APPOINTEES

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Selby Scott	6/30/83	Pasquotank County
J. Samuel Roebuck	6/30/85	Pasquotank County
William W. Foreman	6/30/87	Pasquotank County

ELIZABETH CITY-PASQUOTANK COUNTY BOARD OF EDUCATION APPOINTEES

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William A. Small	6/30/83	Pasquotank County
Nancy M. Ferebee	6/30/85	Camden County
Joseph P. Kramer	6/30/87	Pasquotank County

PERSONNEL CHANGES

Administrative Staff

Director of Resource Development Walter Thames

Department Chairpersons

Mathematics & Natural Sciences L. Clate Aydllett

ADMISSION TO THE COLLEGE

The following policy on admitting high school students to the college has been approved by the Board of Trustees and should be added to the admission policy on pages 29 and 30 of the 1979-81 catalog:

The college is allowed to enroll selected high school students, in accordance with State Board of Education regulations. This will be done when the appropriate local Board of Education approves a similar policy and when approved, on a case-by-case basis, by the college administration and public school officials.

The following sentence has been added to the third paragraph on page 29 of the 1979-81 catalog:

All applicants admitted under these special conditions must earn the GED prior to completing their one-year vocational diploma.

FEES AND EXPENSES

Activity Fee

Full-time students enrolled in the Nurses' Assistant program are not required to pay an activity fee.

Resident Status

The last paragraph under Resident Status for Tuition Payment on pages 34 of the 1979-81 catalog has been revised to read as follows:

All new students applying for admission must respond on their respective applications to certain questions which are related to residence classification. The Dean of Student Services is responsible for evaluating these responses and initially classifying students accordingly. In questions concerning resident status and appeals of initial classifications, students are advised to consult the Dean of Student Services.

FINANCIAL AID

Nursing Student Loans

The last sentence of the second paragraph under Nursing Student Loans on page 39 of the 1979-81 catalog, starting "Should a borrower become . . .," should be deleted.

President's Scholarship

Hyde, Tyrell, and Washington counties should be deleted from the first sentence under

President's Scholarship on page 41 of the 1979-81 catalog.

New Scholarships

In addition to the scholarships listed on pages 40-42 of the 1979-81 catalog, the following scholarships are now available at the college:

WINSLOW SCHOLARSHIP

The Winslow Scholarship fund was willed to College of The Albemarle by Mr. George J. Winslow of Elizabeth City, N.C. A trust was established to provide scholarships to needy and worthy students to attend College of The Albemarle.

COLLEGE OF THE ALBEMARLE SCHOLARSHIP

The College of The Albemarle Scholarship was established by bequest by the late Mr. Roland L. Garrett of Elizabeth City, N.C. The scholarship fund will continue to increase with donations from other individuals and businesses in order to provide assistance to needy and deserving students.

STUDENT SENATE SCHOLARSHIP

The Student Senate Scholarship, instituted and funded by the Student Senate of College of The Albemarle to encourage and recognize outstanding academic achievement, is awarded each year to the rising sophomore who has maintained the highest grade point average through his or her freshman year at College of The Albemarle.

Application for institutionally controlled scholarships may be applied for by completing a College of The Albemarle Financial Aid Application and a Basic Grant Application Form. These forms may be obtained from the Financial Aid office.

STUDENT SERVICES

Disciplinary Procedures

The following procedure should be added to the Disciplinary Procedures on pages 54 and 55 of the 1979-81 catalog:

- (12) An appeal of a decision by the College Disciplinary Committee may be made to the President.

ACADEMIC REGULATIONS

Graduation Requirements for the Associate Degree

The following statement has been added under I., General Statement, B., Other Requirements, on page 60 of the 1979-81 catalog:

2. Participation in graduation exercises.

Academic Honors

The following sentence has been added to the statement under I., Dean's List, on page 64 of the 1979-81 catalog:

The Dean's List is not issued for summer quarter.

The statement under IV., Honor Seals, on page 64 of the 1979-81 catalog has been revised to read as follows:

The college, in an effort to recognize those candidates for graduation who have excelled academically, awards Honor Seals on degrees and diplomas in accordance with the cumulative quality point average noted below. The appropriate citation is also read upon awarding the degree or diploma at the graduation exercise.

summa cum laude (with highest honors)

3.80-4.00

Schedule Changes (Dropping and Adding Courses)

The information under Dropping and Adding Courses on page 68 of the 1979-81 catalog has been changed to read as follows:

At the beginning of each quarter there is a scheduled period in which students may drop and add courses. The time limit for these changes is published in the academic calendar which appears in the front of the college catalog. Those students wishing to change their schedule should consult with faculty and their Student Services Counselor or, in the counselor's absence, the Dean of Student Services. However, it should be noted that students are advised to exercise good judgment and concern when registering with their counselor in order that a class schedule can be devised in which no changes will be needed for the duration of the entire quarter.

During the first week of classes, and if the counselor agrees that a change is in order, the drop/add form, called a Registration Change Notice, is completed and signed by the counselor and the student. In addition, all financial aid students must have Registration Change Notices approved by the Director of Student Financial Aid. Finally, all such changes must be approved by the Registrar and validated by the Cashier.

From the second week of classes through the fifth week of classes, students dropping courses must see their instructors. Instructors will then complete a Schedule Change form and the student must take the form to the Student Services office.

Curriculum Changes

In the second sentence of the second paragraph under Curriculum Changes on page

68 of the 1979-81 catalog, the following should be added after the word "granted":

by the Dean of Student Services

Withdrawal From College

The following sentence in the second paragraph on page 69 of the 1979-81 catalog has been deleted:

Students leaving the college without following the official procedure will be automatically assigned grades of "F" in all courses and they will forfeit any refund of tuition to which they might otherwise be entitled.

DELETED PROGRAMS OF STUDY

Due to the lack of enrollment, the following curriculum programs will not be offered after August, 1980.

Agricultural Science (T-126)	A.A.S.
Accounting Technology (T-016)	A.A.S.
Veterans' Farm Training Program (T-017)	Diploma
Welding (V-050)	Diploma

NEW PROGRAMS OF STUDY

Pre-Social Work (C-019)	A.A. Degree
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This suggested program is designed for students who plan to transfer to a four-year college or university and major in social work or correctional services.

	<u>Quarter Hours</u>
English Composition	9
Mathematics (MAT 121, 122, 123)	9
Natural Science	12
Humanities (Literature and/or Foreign Language)	18
Sociology (SOC 100, 201, 202, 203, 204)	15
General Psychology (PSY 201, 202)	6
Government (POL 211, 212)	6
History (HIS 101, 102, 103)	9
Physical Education Activity Courses	6
Electives to complete at least 96 quarter hours	

Light Construction (V-029) Diploma

The Light Construction curriculum is designed to meet definite needs in the building trades industry. Major instruction is provided in carpentry and in masonry skills, with minor studies in electrical wiring and plumbing. Students study applied mathematics, engineer and architectural drawing, safety, and other related subjects. They must learn the methods used in laying out a small structure, mixing and laying cement, rough framing, laying brick and block, roofing and exterior finishing.

A graduate may find employment with home builders or with commercial building contractors. They may enter the building trades as an apprentice with advanced credit; or, they may work as a building maintenance mechanic with advanced credit; or, they may work as a building maintenance mechanic in small industries or public buildings, including schools, hospitals and apartment houses. After sufficient experience in the trade, some workers may establish their own business.

		Hours Per Week			Quarter
		Class	Lab	Shop	Hours
<u>FIRST QUARTER</u>					<u>Credit</u>
MAT 1000	Fundamentals of Mathematics	5	0	0	5
MAS 1101	General Masonry	3	0	14	7
ENG 1020	Reading Improvement	2	0	0	2
DFT 101	Engineering Drawing I	3	0	3	4
					<u>18</u>
<u>SECOND QUARTER</u>					
MAT 1010	Vocational Mathematics	3	0	0	3
ENG 1030	Communication Skills	2	0	0	2
CAR 1101	Carpentry I	3	0	12	7
ELC 1123	Electrical Installation	1	0	3	2
DFT 207	Architectural Drawing	3	0	3	4
					<u>18</u>
<u>THIRD QUARTER</u>					
PSY 1060	Industrial, Community & Personal Relations	2	0	0	2
CAR 1102	Carpentry II	5	0	15	10
DFT 1145	Specifications & Contracts	3	0	0	3
PLU 1115	Plumbing Installations	2	0	3	3
					<u>18</u>
<u>FOURTH QUARTER</u>					
CAR 1124	Residential & Community Construction	2	0	18	8
MAT 1112	Construction Estimating I	3	0	0	3
MEC 1135	Mechanical Installations	2	0	3	3
BUS 1103	Small Business Operations	2	0	0	2
					<u>16</u>

REVISED PROGRAMS OF STUDY

Two-year College Transfer Programs

PRE-DRAMA (C-006)

The professional courses required at the college for the A.F.A. in Drama, as shown on pages 73 and 74 of the 1979-81 catalog, have been revised as follows:

	<u>Quarter Hours</u>
Professional Courses	39
Voice & Diction	6

Two-year Technical Programs

The following statement has been added to the description of Technical Programs on pages 78 and 79 of the 1979-81 catalog:

ENG 111 & 112 may be taken in lieu of ENG 101 in all Technical Programs.

Business Administration Technology (T-018)

The following statement has been added as a footnote at the end of the course requirements for Business Administration Technology on page 82 of the 1979-81 catalog:

T-BUS 280 may be taken as an elective in this curriculum. The following prerequisites are required: Instructor's permission; BUS 101, 102; BUS 107; BUS 110; BUS 111, 112. If T-BUS 280 is elected, BUS 209 is recommended to be taken out of sequence.

Drafting & Design (T-043)

The following changes have been made in the course requirements for the Drafting and Design curriculum on pages 82 and 83 of the 1979-81 catalog:

FIRST YEAR

<u>Second Quarter</u>	<u>Class</u>	<u>Lab</u>	<u>Cr. Hrs.</u>
Delete T-TEC 201			
Add **HEA 121 Hygiene	3	0	3
<u>Third Quarter</u>			
Delete T-DFT 214			
Add DFT 207 Architectural Drawing I	3	3	4

	<u>Class</u>	<u>Lab</u>	<u>Cr. Hrs.</u>
<u>Summer Quarter</u>			
Delete DFT 207			
Add DFT 208 Architectural Drawing II	3	3	4
<u>SECOND YEAR</u>			
<u>First Quarter</u>			
Delete DFT 208			
Add T-DFT 214 Jigs & Fixtures I	3	3	4
<u>Second Quarter</u>			
Add T-TEC 201 Technical Report Writing I	2	0	2
<u>Third Quarter</u>			
Delete **HEA 121			
Add T-TEC 202 Technical Report Writing II	2	0	2
<u>Electronics (T-045)</u>			

The following changes have been made in the course requirements for the Electronics curriculum on page 84 of the 1979-81 catalog:

FIRST YEAR

Second Quarter

Change T-TEC 201 Technical Report Writing I	2	0	2
Add ENG 102 English Composition	3	0	3

Third Quarter

Delete ENG 102

Add T-TEC 202 Technical Report Writing II	2	0	2
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General Office Technology (T-033)

The following change has been made in the course requirements for General Office Technology curriculum on page 86 of the 1979-81 catalog:

SECOND YEAR

Second Quarter

SPH 102 Voice and Diction II vice SPH 101 Voice and Diction I

The following information has been added under the course requirements for General Office Technology (T-033) on page 86 as a footnote:

T-BUS 280 may be taken as an elective in this program. The following prerequisites are required: Instructor's permission; BUS 101, 102; BUS 107; T-BUS 271; BUS 110. If T-BUS 280 is elected, BUS 209 & 210 are recommended to be taken out of sequence.

Associate Degree Nursing (T-059)

The following changes have been made in the course requirements for Associate Degree Nursing (T-059) on pages 87 & 88 of the 1979-81 catalog:

FIRST YEAR

Second Quarter

PHM 101 Should read Pharmacology I

Third Quarter

	<u>Class</u>	<u>Lab</u>	<u>Cr. Hrs.</u>
Add PHM 102 Pharmacology II	3	0	3

SECOND YEAR

First Quarter

Delete NUR 206

Third Quarter

Add NUR 206 Leadership & Management of Patient Care	2	0	2
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Total Hours Required for Graduation 114 vice 111

Executive Secretary (T-030) and Medical Secretary (T-032)

The following change has been made on pages 89 and 91 of the 1979-81 catalog as part of the course requirements for Executive and Medical Secretary

curriculums:

SECOND YEAR

Second Quarter

SPH 102 Voice & Diction II vice SPH 101 Voice & Diction I

The following information has been added under the course requirements for Executive and Medical Secretary programs on pages 90 and 91.

T-BUS 280 may be taken as an elective in this program. The following prerequisites are required: Instructor's permission; BUS 101, 102; BUS 107; BUS 110, 111, 112. If T-BUS 280 is elected, BUS 209 & 210 are recommended to be taken out of sequence.

One-year Vocational Programs

The following statement has been added under the description for Vocational Programs on pages 92-94 of the 1979-81 catalog:

Apprenticeship

All Vocational programs may be considered as preapprenticeship programs.

Automotive Mechanics (V-003)

The following information has been added under the course requirements for Automotive Mechanics on page 96 of the 1979-81 catalog:

A certificate level program in Automotive Mechanics is offered at the Maple Correctional Unit in Currituck County. Certificates are awarded to inmates when they successfully complete a course.

<u>First Quarter</u>		<u>Class</u>	<u>Lob</u>	<u>Shop Pract.</u>	<u>Cr. Hrs. Equiv.</u>
AUT 1111	Auto Electrical & Electronics Systems	5	0	25	17
<u>Second Quarter</u>					
AUT 1116	Auto Engines & Fuel System	5	0	25	17
<u>Third Quarter</u>					
AUT 1117	Auto Transmissions, Drive Trains, and Brake System	5	0	25	17

		<u>Class</u>	<u>Lab</u>	<u>Shop Pract.</u>	<u>Cr. Hrs. Equiv.</u>
<u>Fourth Quarter</u>					
AUT 1118	Auto Tune-up, Steering & Front End, and Air Conditioning	5	0	25	17

Electronic Servicing (V-042)

The following information has been added under the course requirements for Electronic Servicing on page 98 of the 1979-81 catalog:

A certificate level program in Electronic Servicing is offered at the Maple Correctional Unit in Currituck County. Certificates are awarded to inmates when they successfully complete a course.

First Quarter

ELN 1101	Fundamentals of Electronic Servicing I	7	0	0	7
ELN 1111	Direct & Alternating Current	5	0	18	<u>11</u> 18

Second Quarter

ELN 1102	Fundamentals of Electronic Servicing II	5	0	0	5
ELN 1112	Vacuum Tubes & Solid State Devices	10	0	15	<u>15</u> 20

Third Quarter

ELN 1103	Fundamentals of Electronic Servicing III	2	0	0	2
ELN 1113	Television Theory & Circuits	5	0	6	7
ELN 1125	Radio Receivers & Amplifier Servicing	5	0	12	<u>9</u> 18

Fourth Quarter

ELN 1104	Fundamentals of Electronic Servicing IV	2	0	0	2
ELN 1127	Television Receiver Circuits & Servicing	10	0	18	<u>16</u> 18

Practical Nurse (V-038)

The following changes have been made in the course requirements for the Practical Nurse curriculum on page 105 of the 1979-81 catalog:

		Hours		Per Week	
		Class	Lab	Clin. Pract.	Cr. Hrs. Equiv.
<u>First Quarter</u>					
PNE 1514	Nursing Fundamentals	6	4	0	8
PNE 1515	Deleted				
<u>Second Quarter</u>					
PNE 1520	Medical/Surgical Nursing I	4	2	0	5
PNE 1523	Deleted				

LEARNING RESOURCES CENTER

Individualized Instruction Center

The name of the Individualized Instruction Center has been changed to Learning Lab. The term Learning Lab should be inserted wherever IIC or Individualized Instruction Center appear on pages 113-115.

The following statement of the first sentence of the first paragraph under (2) Adult High School Equivalency on page 114 has been deleted: "This program consists of organized classes which usually meet two nights per week, two and one-half hours per night, or."

COURSE DESCRIPTIONS

New Course Descriptions

T-BUS 280 Office Simulation (F,W,S,SS) 4(2-4)

An elective course designed to refine and integrate secretarial, clerical, administrative skills and general office procedures in a realistic business setting. As students rotate through a variety of responsible office positions, students learn to develop the decision-making organizational and human relations skills essential to a successful career.

Prerequisites: Instructor's permission plus T-018 students: BUS 101, 107, 210; T-BUS 272. T-030 and T-032 students: BUS 101, 102, 107, 110, 111, and 112. T-033 students: BUS 101, 102, 107, 110, and T-BUS 271.

Note: The above course will not be offered until the new buildings on the U.S. 17 North campus have been completed.

CAR 1101 Carpentry I (W) 7(3-12)

This course is designed to teach the student proper techniques of building houses and small commercial buildings using wood. It includes the study of different types of framing methods; familiarization with the various types of wooden materials used by carpenters; proper uses and care of hand and power tools; building layout and correct fastening procedures; building code specifications and their applications; installation of doors and windows; and proper application of siding and roofing. Safety is stressed at all times.

CAR 1102 Carpentry II (S) 10(5-15)

This course is designed to teach the students the various aspects of finished carpentry. This includes the construction of cabinets, built in desks and bookcases, window frames, stairs and trim. Materials and finishes will also be studied.

CAR 1124 Residential and Commercial Construction (SS) 8(2-18)

This advanced course is supplemented by classroom and outside study of buildings in progress. Topics may include: elementary job management; terrain and soils for foundation; excavating and piling; interior and exterior masonry walls; needed carpentry work; estimating proportions for concrete and mixes for specified strengths. A building erected or partly erected by the students for campus use or co-op work with a contractor during the summer will provide actual work experiences. Prerequisite: CAR 1101, CAR 1102, DFT 101, DFT 207, DFT 1145, MAS 1101, and PLU 1115.

DFT 1145 Specifications and Contracts (S) 2(3-0)

The purpose of and the writing of specifications will be studied, along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect-contractor responsibilities, duties and mutual protection.

ELC 1123 Electrical Installation (W) 2(1-3)

This course is designed to teach the students the fundamentals of electrical wiring in houses and small commercial buildings. This includes the reading of electrical blueprints, sizing of conductors, proper wiring procedures and installation of electrical components. The National Electrical Code will be incorporated into the instruction. Safety will be stressed at all times.

ENG 124,224 Yearbook Production

(F) 3(3-0)

A study of the fundamentals of producing a yearbook. Exercises dealing with these fundamentals will lead to the published volume of the COA BEACON. Students taking this course cannot receive credit for ENG 121-123 or 221-223.

MAS 1101

General Masonry

(F) 7(3-14)

This course is designed to introduce and familiarize the student with the masonry industry. It includes the proper uses of masonry tools; the study of different types of masonry products and their uses; mixing of mortar for proper bonding; layout and construction of foundations, walkways and drives; and construction of fireplaces and flues. Laboratory work allows the student to have "hands on" experience in working with various masonry projects, including layout and estimating jobs. Safety is stressed at all times.

MEC 1135

Mechanical Installations

(SS) 3(2-3)

This course introduces the student to the installation of built-in appliances and other mechanical equipment found in the modern home or small commercial building. It will be studied in connection with framing and finishing of the carpentry work. Also, it will help the student understand the types of plumbing, heating, air conditioning and automatic sprinkler systems to be installed, along with other appliances such as stoves, ovens, dishwashers and refrigerators. Field trips will be a part of this course.

T-NUR 150,
151, 152,
153, 154

Nursing Cooperative Education

(F,W,S,SS) 2(0-8)

PLU 1115

Plumbing Installations

(S) 3(2-3)

This course is designed to introduce the students to the tools, fittings, and equipment used by plumbers. The students spend considerable time learning to correctly handle these materials and tools by: cutting pipe, threading, caulking, and sweating joints of the various kinds of pipe and tubing. Plumbing installations are made to provide practical applications. Heating devices and the storage and circulation of hot water will be studied. The student will receive practice in the installation of various plumbing fixtures and the proper use of traps. Field trips may be taken to study various types of installations.

SOC 100

Introduction to Social Work

(Var.) 3(3-0)

Beginning study of the profession of social work. Special emphasis is given to the purpose and settings where social work is practiced as well as an exploration of career possibilities.

SOC 203 Introduction to Social Welfare (Var.) 3(3-0)

A pre-professional course designed to introduce the broader system of social welfare services and institutions. Concepts of human services and service delivery will be introduced.

SOC 204 Fundamentals of Interviewing (Var.) 3(3-0)

Introduction to the interview as a basic tool in social welfare practice. Consideration is given to understanding the interviewee; understanding oneself as the interviewer; implications of cultural background for the interview; basic attitudes in interviewing and methods and skills in interviewing.

Revised Course Descriptions

AUT 1111 Auto Electrical and Electronic Systems (F) 17(5-0-25)

This course is to train the student to understand the use of basic automotive hand tools, the basic function of the electrical and electronic components and systems that are found in the modern automobile. Emphasis will be placed on the proper use of test equipment, hand tools, proper trouble shooting and repair techniques. Emphasis will also be on shop safety.

NOTE: This course is designed to be offered in a self-contained program for prison inmates.

AUT 1116 The Auto Engine & Fuel System (W) 17(5-0-25)

This course is to train the student to understand the use of and identify basic automotive hand tools, the theory and operation of the internal combustion engine, the function and principles of the automotive fuel and cooling systems. Emphasis will be placed on trouble shooting, repair, rebuilding and proper adjustment of the components of these systems. Emphasis will also be placed on shop safety.

NOTE: This course is designed to be offered in a self-contained program for prison inmates.

AUT 1117 Auto Transmissions, Drive Trains, and Brake Systems (S) 17(5-0-25)

This course is to train the student to understand the use of basic automotive hand tools, the basic function and principles of the automotive transmission systems, clutches, drive line, rear axle assemblies and brake systems. Emphasis will be placed on trouble shooting, repair, rebuilding and proper adjustments of the above systems. Emphasis will also be on shop safety.

NOTE: This course is designed to be offered in a self-contained program for prison inmates.

AUT 1118	Auto Tune-Up, Steering & Front End and Air Conditioning	(SS) 17(5-0-25)
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This course is to train the student to understand the theory and operation of steering systems, automotive air conditioning systems and front end alignment procedures. Also use of basic hand tools, shop safety and proper engine tune-up procedures and techniques including emission systems. Emphasis will be placed on trouble shooting, repair and proper adjustments of the automotive engine. Proper use of various types of diagnostic equipment. Emphasis will also be placed on shop safety.

NOTE: This course is designed to be offered in a self-contained program for prison inmates.

MUS 220- 221-222	Music Appreciation I, II, III vice Music History & Literature	(F,W,S) 3(3-0)
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PHM 101	Pharmacology I	(W) 3(3-0)
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Pharmacology 101 provides an opportunity for the student to gain a basic foundation in the understanding of drugs and drug therapy. The course covers the physiological actions of drugs in the body, drug interactions with other drugs, foods, etc., the role of the federal agencies regarding preparation, distribution, and experimentation with drugs. The legal aspects of dispersing controlled substances is emphasized. The mathematical principles related to drug therapy are included. The student should gain a basic knowledge of the following types of drugs: anti-infectives, antibiotics, sulfonamides, sedatives, hypnotics, analgesics, anesthetics, diuretics, antihypertensive, hormone-related drugs, drugs related to gastrointestinal disorders and chemotherapy. The course would also focus on the principles of drug preparation and administration by the nurse including the nurse's observation of patients receiving drugs.

Prerequisite: NUR 101
Corequisite: NUR 102

PHM 102	Pharmacology II	(S) 3(3-0)
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Pharmacology 102 provides continuation of the safe administration of drugs with students gaining an understanding of the principles involved with administration of oral and injectable medicines. The mathematical principles related to drugs is also to be reviewed. Specific types of drugs to be covered in this course are the vasodilators, cardiotonics, cardiac depressants, anticoagulants, nervous system stimulants and depressants, Insulin, oral hypoglycemics, as well as drugs used for anemias, respiratory disorders, convulsive disorders and Parkinson's Disease.

Prerequisite: NUR 101, 102
Corequisite: NUR 103

T-TEC 201 Technical Report Writing I (W) 2(2-0)

A study of fundamentals of technical writing. Exercises in developing skills, techniques, graphic devices and writing business correspondence are completed by the student.

Prerequisites: ENG 101; ENG 102 is recommended.

T-TEC 202 Technical Report Writing II (S) 2(2-0)

A study of reports and proposals. Exercises in writing special elements of reports are completed by the student. Practical application in the preparation of a full-length technical report is required of each student at the end of the term.

Prerequisite: T-TEC 201

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